

PERMIT APPLICATION FOR ACTIVITY ON STATE PROPERTY

CHP 398 (REVISED FOR USE AT THE STATE CAPITOL - PSD-025)

PERMIT OFFICE CONTACT INFORMATION
CAPITOLPERMITS@CHP.CA.GOV
PHONE – 916.445.3876
FAX – 916.445.3247

ALL INFORMATION MUST BE PROVIDED
(Attach additional sheets if necessary)

ORGANIZATION/APPLICANT NAME

STREET ADDRESS (*DO NOT USE P.O. BOX*)

CITY, STATE, ZIP CODE

CONTACT PERSON

CONTACT NUMBER

FAX NUMBER

DATE(S) OF ACTIVITY/EVENT (*MONTH, DAY, YEAR*) **10 BUSINESS DAYS NOTICE REQUIRED**

EMAIL:

IDENTIFICATION OF SECURITY "MONITORS" (*NAME, ADDRESS AND CELLULAR TELEPHONE NUMBER*)S

SPECIFIC LOCATION OF ACTIVITY

PROJECTED NUMBER OF PARTICIPANTS:

Address if other than the State Capitol:

SPECIFIC DESCRIPTION OF ACTIVITY

A SEPARATE INSURANCE/LIABILITY POLICY FOR EVENTS AT THE STATE CAPITOL MAY BE REQUIRED IF:
AN EVENT AT THE STATE CAPITOL STEPS EXCEEDS 500 PARTICIPANTS, OR
A WEDDING EVENT IN STATE CAPITOL PARK EXCEEDS 100 PARTICIPANTS

SET-UP TIME (*a.m./p.m.*)

STARTING TIME (*a.m./p.m.*)

ENDING TIME (*a.m./p.m.*)

NO SALES, BBQ'S, OPEN FLAME, GAMES OR SPORTS ALLOWED AT PERMITTED EVENTS. IF YOUR EVENT IS IN THE GRASS, YOU MUST PROVIDE SOME TYPE OF HARD, NON SLIP PATH TO MEET ADA STANDARDS PER THE FEDERAL DOJ.

WILL ALCOHOLIC BEVERAGES BE SERVED? ☐ YES ☐ NO
IF YES, ABC CONTACTED? ☐ YES ☐ NO

ABC LICENSE REQUIRED? ☐ YES ☐ NO

LIST ALL ITEMS YOU ARE BRINGING FOR THE EVENT:

The applicant's signature below reflects his/her agreement to comply with all state permit rules and conditions, state law, Federal ADA Codes and any other statute or ordinance. The applicant also accepts financial liability for any damages to state property by persons attending his/her event and further agrees to leave the area clean as well as remove all trash.

APPLICANT SIGNATURE

PRINT NAME

DATE

EMAIL OR FAX THE APPLICATION TO THE PERMIT OFFICE FOR PROCESSING

CHP USE ONLY

THE HOLDER OF THE PERMIT IS REQUIRED TO REMAIN AT THE EVENT THE ENTIRE TIME.

NO VEHICLES ARE ALLOWED PAST THE SECURITY FENCE

CITY OF SACRAMENTO STREET PARKING (916) 808-2690

COMMANDER OR DESIGNEE SIGNATURE

DATE

DATE AND TIME RECEIVED

CONFIRMATION/PERMIT NUMBER